

**Hopkinton School Board
Hopkinton, New Hampshire
ROUGH DRAFT Minutes
School Board Meeting
Maple Street School – Cafeteria**

Thursday, December 13, 2018

Immediately following a Public Hearing and Listening Post at approximately 6:00 p.m.

LISTEN POST & PUBLIC HEARING

IN ATTENDANCE:

School Board: Ms. Liz Durant, Chair, Ms. Aviva Nestler, Vice Chair, Mr. Dave Luneau and Mr. Jim O'Brien, Board Members. Mr. Jay Burgess, Facility Steering Committee
Absent: Mr. Matt Belanger

Student Board Representatives: Sam Thompson

Administration: Mr. Steven M. Chamberlin, Superintendent of Schools, Ms. Michelle Clark, Business Administrator, Mr. Bill Carozza, Principal Harold Martin School, Mr. Matthew Stone, Director of Technology, Ms. Amy Doyle, Principal Maple Street School, Mr. Chris Kelley, Principal Hopkinton Middle High Schools, Ms. Rebecca Forrestall, Director of Student Services.

1. Call to Order/Pledge of Allegiance

Ms. Durant called the meeting to order at 5:00 p.m. and led the Pledge of Allegiance

Ms. Durant thanked everyone for coming out and encouraged those in the audience to step up to the podium and share any information or comments. This is the time to get clarification on anything.

Jean Lightfoot expressed her concern for the deferred maintenance and the lack thereof, and hopes we will continue to keep up with it in the future so that we are not in this position again.

Diane LaChance has been attending meetings regularly and stated that the budget committee and the school board have been having long conversations since April or May and wanted to speak with the board about the programmatic budget. The community is concerned about the deferred maintenance and the amount of revenue. The programmatic budget is one way for the community to have a conversation and to understand it from year to year where things are going. She asked the board to give a little update on the programmatic budget.

Jim O'Brien responded to Diane as she knows the Budget Committee has been meeting with a representative of the School Board. The School Board Committee presented the budget a couple of months ago in a new format to better understand the process and over the past couple of months have made some progress. Last month the Budget Committee went over the newest proposal from the School Board and the Budget Committee made a proposal of the things they would like to see and will discussed in January at the next Budget Committee Meeting.

Liz Durant commented that one of the things with the Listening Post that the Board really values is the opportunity for the community to be able to come and participate in something different than a business meeting setting. What the Board will be doing in the next few weeks is to decide whether or not they want to move forward with a facilities project. The Board has been unpacking aspects of

the facility project, based on a charge that was given to the Steering Committee back in March. The Board felt it was important to hear tonight your comments and input so that the Board could take that information into consideration. She also encouraged the community to go online and listen to any of our Board Meetings which have been streamed since early July.

Aviva Nestler commented that she was not in attendance the last few meetings, and utilized the videos online to get caught up. This is a great way to get informed. The videos are clear and easy to follow.

Jim O'Brien is interested in hearing from the public on how the Board can move forward with the project. Fundamentally there are two options – either we can build on to Harold Martin School or move 6th grade to the Middle and High School and do large improvements over there.

Tammy Clay commented that her last question at the previous board meeting was that the growth of the preschool and kindergarten is actually making us have to shift classes upward, making additional classroom space that we need. Has anyone looked at the cost of a new location for the preschool and kindergarten which would be much less expensive than adding onto Harold Martin or the Middle High Schools?

Superintendent Chamberlin stated that we looked into relieving some of the pressure by relocating preschool to another site, but more as a temporary fix. We have not looked into separating the kindergarten program away from the school. So much time and energy have been spent on looking into security, planning, and integration to provide services. It's something we can look in to, but no we haven't.

Dave Luneau followed up on Tammy's question and feels that the right thing to do for preschoolers' and kindergarteners is not to put them in an unsatisfactory educational facility. He also mentioned that it's worth keeping in mind that we receive a greater adequacy fund for kindergarteners now than we ever have before due to the change in State funding. As Tammy mentioned, this is one of the significant factors that is driving the facility project – the over-crowding. A few other things came out of the comprehensive engineering study is what is possible and what is not. It's a long document, but Mr. Luneau encourages everyone to read it. He referred to the Science labs that haven't been touched in twenty years, safety and security, accessibility, the design of the middle and high school – so we do it now or do we address safety and security through another means? Deferred maintenance - most of the deferred maintenance was exposed through the Harriman Engineering Report. Other items were planned to be taken care of overtime or moved into a facility project.

Diane LaChance commented on the speaker before her and how she spoke in good faith and earnest. One of the things people have trouble with in coming to speak with the School Board is that they bring an idea forward and it's misunderstood. Ms. Clay never mentioned that the preschool should be moved to substandard conditions and that comments like that stop the dialogue in the conversation and the ability to work together. She had also heard that it hadn't been researched and that maybe building a kindergarten or preschool would be really good for that age group by not being in with the older kids. She also wondered if we should do a feasibility study? She also suggested hiring someone to take the facilities piece off of Superintendent Chamberlin's back. She is uncomfortable with having to make a decision to spend a lot of money with some of the questions not answered. Ms. LaChance just wanted to bring this to light, as everyone just wants to work together.

Ms. Nestler addressed Ms. LaChance's comment in saying that there is so much information out there. There have been so many meetings, and the people sitting here representing you and the

community have done an in-depth job researching options. Now obviously, not every option on the planet has been researched because time is limited...resources are limited. If individuals do not have or do not understand not having the information, this should not translate into not having done the work. The folks at the table have done an incredible due-diligence job with the amount of time and resources to understand what is lacking right now in terms of deferred maintenance and coming up with a capital improvement plan, which Ms. Nestler would say is the most comprehensive, understanding we have ever had for the district. The information now exists, and Ms. Nestler feels it is essential for the conversation to move away from what was not done, why hasn't it been done, what was happening all these years, to, now we have prepared a plan, have done much research and we should be focused on that and how do we move forward. We do want to come to a decision. We do want to address what we can, and we want to hear from the community as to what they're willing to spend and what is a priority with what we know today. There will always be additional options and ways to look at things. Ms. Nestler thanked everyone for their comments and coming up and expressing their concerns.

Diane LaChance stated that she wants to show appreciation for the hard work of Jay Burgess and others, but up until recently, there were no minutes posted of conversations that had taken place by the Facility Steering Committee.

Liz Durant thanked Jay Burgess, Chair of the Steering Committee for joining us. His work for the last four years has been valuable and is the most knowledgeable of all the aspects of the facility project and encouraged the community to ask questions regarding the engineering study that was done, as well as the critical needs like NEASC, deferred maintenance, safety, and security. A lot of that information came out years ago after the sub-committees did a tremendous amount of work digging into certain aspects, especially educational specifications around what is in the best interest of students.

Jay Burgess stated that the committee approached the project based on the charges they were given as they worked through the options. The second charge that they did receive was the cost, know that this would be a concern. Because things didn't make it into the final report, doesn't mean that it wasn't initially discussed. Some things were ruled out early in the discussions trying to keep in mind cost.

Amanda Gilman acknowledged all the hard work that has gone into this project. She also acknowledges the amount of work juggling requests from the community, including herself along with a million other things. She discussed "wants vs. needs" – what is an immediate need and what can wait? She also talked about a ten-year plan, mobile classrooms and 6th grade moving up to the middle-high school.

Superintendent Chamberlin replied that looking at standards would help determine how much should be put into each building and deferred maintenance that has been put into the facility project

DaNae Belt thanked everyone for their hard work. Her priorities are more room in the buildings, not a big fan of 6th grade moving up to the middle-high school or mobile classrooms. She would also like to see Art and Music get their own space.

At 5:55 Ms. Durant closed the Listening Post and opened up the Public Hearing.

Public Hearing

Superintendent Chamberlin stated that the purpose of this public hearing is to gather input on the withdrawal of funds from the School Building Repair and Maintenance Trust Fund. The funds are to

be used for the repair of the underground storage tank (oil) at Hopkinton Middle and High Schools. Immediately following the hearing, the board will vote on an action item regarding the withdrawal of up to \$10,000 from the School Building Repair and Maintenance Trust Fund. We were notified by the Department of Environmental Services of three deficiencies to our thirty-year-old oil tank, 1) cathodic protection which prevents corrosion; 2) replacement of a spill bucket and 3) an issue with the supply to our day tank. Lakes Region Environmental is the vendor. Work can begin the second week in January if approved.

At 6:05 Ms. Durant closed the Public Hearing.

PUBLIC SESSION

2. Additions/Deletions from Agenda by Superintendent

- Revised agenda
- Action Item #12 has been withdrawn
- Non-public – a legal question

3. Correspondence – None

4. Approval of Minutes

Recommend the Hopkinton School Board approve the minutes of the regular board meeting held on December 6, 2018, a motion was moved by Mr. Luneau and seconded by Mr. O'Brien, all in favor, minutes carried as presented.

5. Public Comment (1) None at this time.

6. Comments from the Hopkinton School Board – None at this time. Although, Sam Thompson and other students are very appreciative for the new buzzer at Hopkinton Middle and High Schools and for the staff who no longer have to run up and down the stairs to the entrance.

7. Presentations and Staff Reports

FY 20 Budget Development Continued: CIP/LT Financial Information, Revenues, Trusts, Contingency Fund (Contributions, Withdrawals, Philosophy) – Superintendent Chamberlin updated everyone on where we are – last week he presented the Superintendent's budget and the four drivers. He talked about Health Insurance and the increases, staffing, facilities, and special ed.

Superintendent Chamberlin Reviewed a staffing memorandum, providing additional information on the staffing needs in the schools.

Superintendent Chamberlin discussed tier threshold - providing the board an opportunity to direct the Superintendent in reduction tiers. Distributed at meeting.

Additional School Board Meeting (budget) will be held on January 3, 2019.

8. Items for Board Discussion

1. FY 20 Budget Development – *information was distributed at the meeting.*
 - a. General Fund Update
 - b. Discussion: CIP/LT Financial Information, Revenues, Trusts, Contingency Fund
 - c. Discussion: Tier Threshold : *The Hopkinton School Board requested three tiers of approximately \$300K each.*
 - d. The Annual Meeting Warrant – March 9th

- e. School Board Schedule
- 2. Facility Project Update
 - a. Update
 - b. Next Steps
- 3. HMHS Underground Storage Tank (*Action Item*) – *As discussed at Public Hearing.*
- 4. Hopkinton School District Transportation Contract (*Action Item*) – *Superintendent Chamberlin recommended that HSD stay with First Student, based on feedback and a strong relationship with the vendor. The contract is for three years, with the opportunity to extend it, year by year, for two additional years. Cost \$525,456 for the first year, which covers routes, field trips, and athletics.*
- 5. HSD 2019 - 2020 School District Calendar – Draft 1 – *Calendar was presented to the Board for review. The HEA, CBA requires that the calendar be approved by the last board meeting in December.*
- 6. Personnel (*Action Items*):
 - ~~a. HMHS, Instructional Assistant~~
 - b. HMHS Custodian – *Brandon Jaffe*
 - c. Curriculum Design Specialist – *Stipend position for Matt Krogman*
 - d. Rubicon Atlas Trainer – *Stipend position for Tara Shortt*
- 7. Financial: Donation – MicroDAQ.com to HMHS Robotics (*Action Item*) - *\$2,000 donation.*

9. Public Comment (2)

Amanda Gilman stated that she would like to Board to keep an eye on the CIP for next year. She is also in full support to repair the elevator at the middle and high school.

Ken Traum asked a question about staffing and the change in federal project revenue.

Don Huston provided his list of priorities for the facility project.

10. Materials Provided

Draft Minutes
 Draft Revenue Sheet (Presented at the meeting)
 Draft 19-20 Calendar (Presented at the meeting)
 Hiring Packets (2- One presented at the meeting)
 FY 20 Staffing Memorandum (Presented at the meeting)
 Public Hearing Posting

11. Important Dates

December 20: School Board Meeting, MSS
 December 21: No School, Professional Development Day
 December 21-31: Holiday Recess
 January 1: No School, Holiday
 January 3: School Board Meeting

ACTION ITEMS

- ~~12. The Hopkinton School Board approve the Superintendent's nomination of _____, Instructional Assistant, HMHS, start date to be determined by the Superintendent of School, pending final approval of the Superintendent of Schools.~~

13. The Hopkinton School Board approve the Superintendent's nomination of Brandon Jaffe, Custodian, Hopkinton Middle and High Schools, start date to be determined by the Superintendent of School, pending final approval of the Superintendent of Schools.

A motion was proposed by Ms. Durant, moved by Mr. O'Brien, seconded by Mr. Luneau, all in favor, motion carries.

14. The Hopkinton School Board approve the Superintendent's nomination of **Matt Krogman**, Curriculum Design Specialist, for the 2018 – 2019 school year.

A motion was proposed by Ms. Durant, moved by Mr. O'Brien, seconded by Mr. Luneau, all in favor, motion carries.

15. The Hopkinton School Board approve the Superintendent's nomination of Tara Shortt, Rubicon Atlas Trainer, 2018-2019 school year.

A motion was proposed by Ms. Durant, moved by Mr. O'Brien, seconded by Mr. Luneau, all in favor, motion carries.

16. The Hopkinton School Board accept the Superintendent's recommendation to award the 2019 – 2022, Hopkinton School District Transportation Contract to FIRST Student.

A motion was proposed by Ms. Durant, moved by Mr. O'Brien, seconded by Mr. Luneau, all in favor, motion carries.

17. The Hopkinton School Board accept the Superintendent's recommendation to award the contract to repair the HMHS underground storage tank (oil) to **Lakes Region Environmental** in the amount not to exceed **\$13,000 (Cathodic Protection and Spill Bucket Replacement)**.

A motion was proposed by Ms. Durant, moved by Mr. O'Brien, seconded by Mr. Luneau, all in favor, motion carries.

18. The Hopkinton School Board accept the Superintendent's recommendation to withdraw not more than **\$13,000** from the School Building Repair and Maintenance Trust, to repair the HMHS underground storage tank (**Cathodic Protection and Spill Bucket Replacement**).

A motion was proposed by Ms. Durant, moved by Mr. O'Brien, seconded by Mr. Luneau, all in favor, motion carries.

19. The Hopkinton School Board approve the Superintendent's recommendation to accept a donation in the amount of \$2,000 from MicroDAQ.com in support of HMHS Robotics.

A motion was proposed by Ms. Durant, moved by Mr. O'Brien, seconded by Mr. Luneau, all in favor, motion carries.

20. Nonpublic Session

Nonpublic Session for the Discussion of Matters as Per RSA 91-A: 3, II (b), (c) **(I)**.

Negotiations

Legal Issue

At 7:59 p.m., a motion was proposed by Ms. Durant, moved by Mr. O'Brien, seconded by Ms. Nestler, that the Board enter into nonpublic session in accordance with RSA 91-A:3, II (I) for the discussion of a legal matter. The motion passed on a roll call vote: Mr. Luneau (yes), Mr. O'Brien (yes), Ms. Nestler (yes), Ms. Durant (yes), all in favor. No action necessary.

RETURN TO PUBLIC SESSION

21. Adjournment

Respectfully submitted,

Donna M. Bowe

If you have any questions for members of the Hopkinton School Board or Administration, please feel encouraged to contact them at the phone numbers or emails below:

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